



Sage Instant Accounts

Sage Instant Accounts is an easy-to-use accounting system, created to save you time and improve your business efficiency. The Sage Instant Accounts product has the three basic ledgers (Sales, Purchase and Nominal) as well as Cash, VAT and Bank Management and all are designed to create regular financial reports quickly and easily. This accounting software system helps you manage your finances and keep down operational costs.

Key features include:

- Comprehensive help system and process maps to assist new users
- Cash, VAT and Bank Management
- Reverse Charge VAT feature for construction, compliant with government legislation
- Integrates with Microsoft Excel, Word and Outlook for further analysis
- Full upgrade path to Sage 50 available
- Cash Register/Till Taking
- VIES return
- Credit Control Dashboards

Sage Instant Accounts

The Sage Instant Accounts product is an easy-to-use bookkeeping system designed to meet the needs of a wide range of starts-ups, sole traders and small businesses, which have limited IT and accounting skills. It enables you to keep track of your cash flow, and puts vital information at your fingertips.

Manage your cash flow

The Sage Instant Accounts system allows you to organise and record your sales and purchases, customer and supplier contacts, invoicing and VAT. The Accounts Analyser gives you an instant snapshot of your financial situation. The Bank Reconciliation process allows you to match money recorded in Sage Instant Accounts

with your bank statements, helping you stay on top of your finances.

Save time and money

The Sage Instant Accounts system helps you to create and customise your quotations then automates the invoicing process, eliminating duplication of data entry. Flexible discounts enable you to apply reductions to individual items, customers or across the board. The Transaction e-mail feature allows you to trade electronically, reducing the time and cost involved in processing orders and invoices. Sage Instant Accounts also creates your VAT Return, saving you time and ensuring accuracy.

Supporting your business

With our Accounting SageCover options, you can pick the level of support that best suits your business and your budget. All our Accounting Support options now come with fantastic new features that can guide you through the dreaded Credit Crunch era, helping you to focus your resources and get more out of the funds you put in.

Sage Instant Accounts users can now choose from the following cover options: Essential Cover, Essential Cover Plus and Premium Cover.

For more information log on to www.sage.ie/accounting/cover

Key Features of Sage Instant Accounts

Helping you to...	Sage Instant Accounts	Sage Instant Accounts Plus
Get up and running		
Easy to set up and use	✓	✓
View video demos and learn in practice mode	✓	✓
Easily correct mistakes	✓	✓
Telephone support	Additional charge	Additional charge
Manage your Customers		
Find contact details quickly and easily	✓	✓
Create quotations and invoices	✓	✓
Integration with ACT!	✓	✓
See profit made on quotes/invoices before committing	✓	✓
Apply flexible discounts to win business	✓	✓
See who owes you money and when it's due	✓	✓
Credit Control Dashboard	✓	✓
Record Till Takings quickly & easily	✓	✓
Record Cash Sales	✓	✓
Receive and process card payments*	✓	✓
Sage Pay- Pay Now Button* – <i>new</i>	✓	✓
Analysis Reports e.g. Sales Ledgers Dept. Analysis, Aged Debtors etc.		✓
Manage Your Suppliers		
Find contact details quickly and easily	✓	✓
Record purchase invoices in batches	✓	✓
Analysis Reports e.g. Purchase Ledgers Department Analysis		✓
See who you owe money to and when it's due	✓	✓
Manage Your Bank and VAT Requirements		
Share information electronically with your Accountant	✓	✓
Keep track of money going in and out of your business	✓	✓
Prepare VAT Returns (VAT return file available)	✓	✓
Irish VAT Cash Accounting	✓	✓
Reverse Charge VAT for construction	✓	✓
e-VAT submissions	✓	✓
VIES, EC Sales List	✓	✓
Audit preparation	✓	✓
Profit and Loss and Balance Sheet reports	✓	✓
e-banking	✓	✓
Bank reconciliation for up to date figures	✓	✓
Export your information to Microsoft Office	✓	✓
Import quickly & easily from Excel with New Import Template – <i>new</i>	✓	✓
Manage your business		
Departments		✓
Recurring entries	✓	✓
Keep track of your products and services	✓	✓
Control your stock		✓
Product Profit Reports, e.g. based on Sales price or Cost price		✓
Sales, Purchases & Nominal Ledgers	✓	✓
Report Designer, to design your reports	✓	✓
Multi-user ready*		2
Integrates with Sage Pay - <i>Improved in v2010</i>	✓	✓
Manage your time with integrated diary and reminders	✓	✓

*Additional purchase required